

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR ACCOUNTANT
Trial Court Accounting System Unit

JOB REQ #: 2457

LOCATION: Sacramento, California

SALARY: \$5,549 to \$6,743 (Sacramento)

THE FINANCE DIVISION

The Finance Division of the AOC provides to the judicial branch and the trial courts an integrated program of budget management and coordination, accounting, internal audit, procurement, and contract management.

Passage of the Lockyer – Isenberg Trial Court Funding Act of 1997 requires a major restructuring of the fiscal operations of the California trial court system. The Office of Trial Court Fiscal Services was established to work on the implementation of a trial court financial system for the California trial courts. The Senior Accountant will perform a full range of analytical tasks to help in the development and implementation of this financial system.

RESPONSIBILITIES

- Planning and implementing the financial system infrastructure for the trial courts;
- Configuring and testing the financial system;
- Legislative review of all financial statutes and rules being considered that pertain to the trial courts;
- Documenting the financial system being developed; and
- Providing experienced accounting assistance to the trial courts.

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in accounting and three years of professional accounting experience, including one year of lead experience for positions with lead responsibility.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year as an Accountant with the judicial branch.

This position requires statewide travel and may require evening and weekend hours.

Knowledge of:

- Basic supervisory principles and practices;
- Generally accepted accounting principles;
- Principles, practices, and applications of fund accounting;
- Principles and practices of auditing and reviewing financial documents;
- Principles of financial data collection and control;
- Principles of budget administration;

- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems;
- Principles and techniques of preparing effective oral presentations;
- Principles and techniques of preparing a variety of effective written materials;

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis;
- Use initiative and independent judgment within established procedural guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Interpret, explain, and apply principles and practices of general, fund, and governmental accounting;
- Perform detailed financial office support work accurately;
- Review financial documents for completeness and accuracy;
- Review, post, and balance financial data; generate and reconcile financial reports using an automated financial system;
- Maintain accurate financial records and prepare accurate and timely reports;
- Develop accounting plans to define appropriate financial transaction processing for programs and functions of the judiciary;
- Interpret financial requirements contained in the State Administrative Manual;
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and financial systems;
- Communicate effectively in English, orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

DESIRABLE QUALIFICATIONS

Knowledge and demonstrated experience in the following areas:

- Generally Accepted Accounting Principles, Practices, and Procedures (GAAP);
- Generally Accepted Government Auditing Standards (GAGAS);
- Generally Accepted Auditing Standards (GAAS), specifically with regard to audits of financial statements of state and local government;
- Automated financial system applications, specifically SAP;
- Governmental accounting and budgeting;
- Grant accounting and accounting for federal funds;
- Experience with a uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; and
- Accounts payable, general ledger, and purchasing.

TO APPLY

This position requires the submission of an official application. Resumes without an application will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply as soon as possible, however, this position will remain open until filled.

Please refer to “**Senior Accountant, Job Req. #2457**” on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/view.htm>.

OR

To pick up a printed application and supplemental questionnaire, please visit the HR Division reception at:

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455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
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THE ADMINISTRATIVE OFFICE OF THE COURTS IS AN EQUAL OPPORTUNITY EMPLOYER